

**TO:** Hamburg Township Board of Trustees

**FROM:** Amy Steffens, Planning and Zoning Director

**DATE:** February 21, 2023

**AGENDA ITEM TOPIC:** Purchase of Planning Department rolling filing system

Number of Supporting Documents: **0**

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### **Requested Action**

Motion to approve the purchase of a rolling filing system from Spacefile for \$17,500

### **Background**

The planning department files are stored in the file room adjacent to Brittany Campbell's office and the assessing department files are stored in the planning department, even though the departments swapped office spaces. The files need to be moved to the correct departments but the file system in the planning department, currently being used to store assessing files, is unsafe and inefficient for the types of files that the planning department maintains.

Lisa Perschke contacted three vendors for quotes for the same type of rolling filing system that is in the file room outside of Brittany's office. Lisa and I met in person or via Zoom with each vendor to describe our storage needs and space constraints. There is adequate room to install a rolling file system in place of the current filing cabinets behind Lisa's desk.

The system layouts provided by the three vendors are similarly sized but Spacefile offers the most linear inches of storage for a more reasonable price. Additionally, installation cost is less for Spacefile because the installer is local.

### **Budget Impact**

Thelma Kubitskey indicated that \$20,000 has been budgeted for this project.